

Alex Kelly Ltd Training

Terms and Conditions

Who are we?

Alex Kelly Ltd is a small independent provider of Speech and Language Therapy based in Hampshire, UK. We employ a number of speech and language therapists and communication facilitators and we offer 1:1 Speech & Language Therapy in a variety of settings, a day service for adults with autism or a learning disability (intellectual disability) and high quality training both locally and internationally.



Alex Kelly is a speech and language therapist with 30 years' experience of working with people with social skills difficulties. She is the author of the best-selling TALKABOUT resources and lectures on social skills internationally. She has also published on subjects around learning disability, autism and challenging behaviour.

Regular trainers at Alex Kelly Ltd include Naomi Pearson, Amy Green, Nevin Gouda and Hannah Anderson. Other SLTs also provide training where appropriate.



What training do we provide?

We offer excellent training on all aspects of communication and social skills and many of our courses are written specifically for you and your audience. Our most common courses are:

- **Social skills** – assessing and teaching social skills, self-esteem and friendship skills
- **Total Communication** – setting up and developing skills using a total communication environment
- **Makaton** – from Beginners to Advanced courses (run by a regional Makaton Tutor)
- **Communication Coordinators** – developing skills in staff to enable them to cascade information to their staff teams
- **FACES** – an award winning course that develops staff skills in empowering people by improving: **f**riendships, **a**ssertiveness, **c**hoices, **e**mpowerment and **s**ocial skills
- **Communication and Autism** – what are the difficulties and how can we help?
- **Interactive story telling** – strategies to engage with people with disabilities to help them develop communication by telling stories in an interactive way
- **Eating and drinking awareness** – a course to help you recognise the risks around swallowing and eating problems

'Alex is a vibrant, energetic presenter who had me enthralled'. Jenni Pearce, Clinical Psychologist, Sydney

Costs

The total cost of training will depend on what you would like training in and who your trainer is. Here is a summary of our usual costs:

Training / Trainer	Full day rate	Half day rate
Alex Kelly	Price on application	
Social Skills - Amy Green	£900	£500
Communication - Alex Kelly Ltd SLT	£800	£450
Makaton - Naomi Pearson / Hannah Anderson (Regional Makaton Tutors)	£900*	£500

All costs are *exclusive of VAT and expenses*. Travel by car is charged at 40p per mile. If overnight accommodation is required, accommodation costs and subsistence of £10 per day will be charged. *Prices for Makaton courses include the cost of the manuals.

Accommodation / Venue

The venue should be appropriate for the workshop – please ask your trainer what the requirements are in terms of space / layout. Sometimes it may be recommended to have a second room for practical exercises. For all training, the room needs to be suitable for data projection and showing media clips (i.e. make the room dark). If you are local to us, we are happy to offer you our training room here at Fleming House. This is a lovely training venue suitable for up to 40 people and is also based in our day service for people with autism and learning disabilities. One of the best features of our training venue is that we have an on-site ‘café’ that is run by our young people who attend Speaking Space.



Equipment

A data projector, computer speakers and a flip chart are required for all workshops. Please indicate on the booking form if you require Alex Kelly Ltd to provide these.

‘Thanks so much for a thoroughly enjoyable 2 days! You set a real ethos of fun and openness and have a lovely warm and friendly manner. The information was really well presented – great video footage!’ C Gelenter, Teacher

'Wow. Never attended such a useful course! Loads of ideas and information to take away and use'. Deborah Goodfellow TA

Numbers

In general we are happy to be as flexible as possible with numbers however, these do need to be agreed with us prior to the event as some of the workshops are only suitable for a smaller number, for example Makaton courses have a strict limit although can be increased if there are two tutors running the course. If numbers are increased without agreement, we reserve the right to increase our fee accordingly.

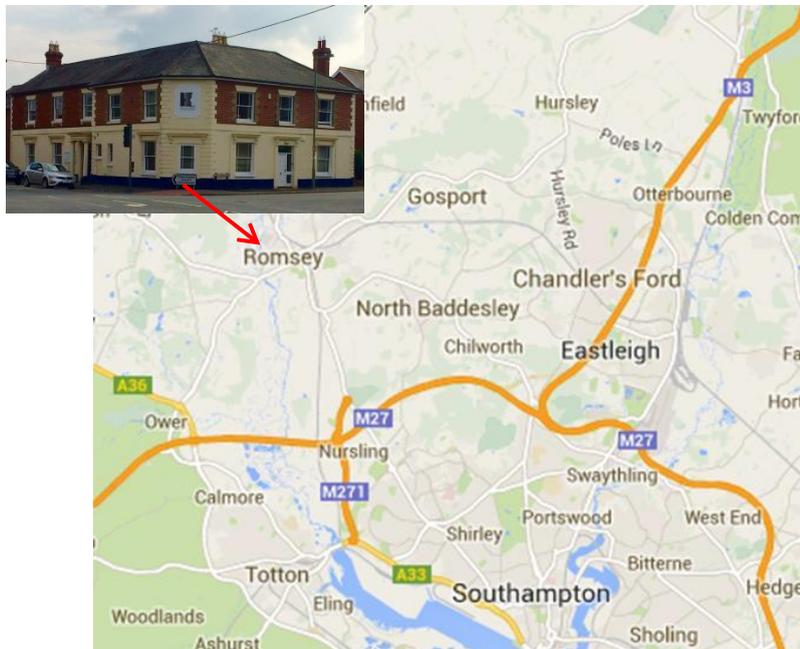
Payment

An invoice will be sent immediately after the event and payment terms are 30 days from the date of the invoice. After this, interest will be added at 8% over the Bank of England base rate.

Cancellation fee

Over 3 months' notice: no charge; 1 - 3 months' notice: 20% of the training cost; less than 1 month notice: 30% of the training cost.

Where are we based?



Speaking Space is in Romsey – a small town near Southampton.

Our address is Fleming House, Alma Road, Romsey, Hampshire, SO51 8ED

We are 5 minutes from the M3 and M27 and we are opposite Romsey train station.

'This training was terrific. I feel motivated, empowered and confident. I can't wait to get my hands on those groups!'
Karen GhaziTorbati, teacher

Our contact details

Please give us a ring on **02380 987134** or email Alex on **alex@alexkelly.biz** and we will talk to you about what you want. We look forward to hearing from you.